

SHERIFF'S COMMISSARY STORES SUPERVISOR

DEFINITION:

Under general direction, to supervise the operation of a detention facility commissary store system; and to perform related work.

CLASS CHARACTERISTICS:

The Sheriff's Commissary Stores Supervisor is a one-position class in the Sheriff's Department. This position is responsible for the operation of a commissary store system consisting of a bulk warehouse located throughout the County, and a central office which services the numerous detention facilities.

EXAMPLES OF DUTIES:

Interview, select, train and supervise subordinates in purchasing, reviewing, pricing, storing and merchandizing commissary items and maintaining records documenting these activities; establish and maintain controls over inventory, supplies, equipment and other assets; develop and maintain a policy and procedures manual and flow chart for warehousing and accounting functions and facility store operations; prepare and/or supervise preparation of financial reports and subsidiary records; make oral and written presentations to management; assist the Inmate Welfare Committee; and assist in the implementation of inmate welfare programs; performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- On-line inventory control procedures.
- Storekeeping methods and clerical procedures including receiving, storing, and issuing a variety of supplies and equipment.
- Safety practices in lifting and storing materials.
- Shipping practices, inventory procedures, and maintenance of central stock control records.
- Management of retail operations.
- Marketing principles and techniques.
- Basic accounting procedures.
- Principles of supervision and training.

Skills and Abilities to:

- Supervise, train and plan the work of storeroom personnel.
- Plan and effectively utilize storeroom space to store and issue supplies and materials.
- Analyze, review and correct detailed purchase orders, requisitions, and invoices.
- Maintain records of storekeeping operations.
- Determine reorder points for materials and supplies, lowest costs and quantity discounts.
- Coordinate multi-facility retail operations.
- Maintain accounting records of expenditures for invoices and supplies.

- Write reports.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrate possession of the knowledge and skills listed above. An example of such education/experience is: Two (2) years experience in the supervision of a multi-store retail operation.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

Applicant must present a valid California Class C Driver's license at the time of appointment, or the ability to arrange necessary transportation for field travel.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity and recency. Applicants will be subject to a thorough background investigation.